



## U.S. Bankruptcy Court Northern District of Oklahoma

### Training Preparation Checklist

This Training Preparation Checklist has been created to assist you in a successful training and conversion experience to the CM/ECF system. Please review this document prior to attending training and **bring this form with you to the training class.**

#### Skills Checklist:

If you answer "No" to any of the questions below, you should seek out appropriate training **before** attending CM/ECF training.

1. I know how to use a **windows-based** word processing software package such as Corel WordPerfect or Microsoft Word, and a windows based bankruptcy forms software (if applicable).
2. I know how to access the Internet and how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office/home computer.
3. Specifically, when using a Browser, I can do all of the following:
  - use the Forward and Backward buttons
  - click on check boxes using a mouse
  - type in text boxes
  - download & save files
  - print documents
4. I know how to view a Portable Document Format (PDF) file using Adobe Acrobat Reader software.
5. I know how to create, scan, or print a document into a PDF format.

#### PC Requirements Checklist: (Recommended)

- Pentium III 800MHz PC (or better) running Windows 9x/NT/2000/XP or Macintosh with at least 256 MB of RAM. (512 MB recommended)
- Internet Explorer (IE) 5.5 or Netscape Navigator version 4.7X or 4.8. (Note: Newer browser versions may not yet be compatible with ECF.)
- Adobe Reader version, which is available for download at [www.adobe.com](http://www.adobe.com).
- Word processing and/or petition software.
- Software to convert documents to Portable Document Format (PDF), such as Adobe Acrobat Writer 4.0 or higher, PDF Factory, PDF995, or any other pdf writer.
- DSL or cable-modem through an Internet service provider.
- A document scanner will be needed if imaging documents, such as exhibits, which do not exist in an electronic format.

By taking this training class, I, \_\_\_\_\_, hereby agree to the following:

- I will complete all required assignments provided to me in class
- I will begin to file electronically within 30 days of the scheduled training

Date: \_\_\_\_\_ Attorney/Participant Signature: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

***If you have questions about any of the above, please contact the ECF Help Desk at (918) 699-4072***